

CITY OF HAYWARD

ASSISTANT PLANNER

DEFINITION

To perform journey level planning work of average difficulty within established policies and regulations.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the professional planning series and requires the application of professional knowledge and skills to various municipal planning, zoning and environmental problems. Responsibilities include preparing reports and making recommendations requiring some independent judgment as to deadlines, work details and technical determinations.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a higher level planning professional or manager. Assignments may require providing working lead or technical or functional supervision of technical and clerical positions.

EXAMPLES OF DUTIES - Depending upon assignment, duties may include but are not limited to the following:

1. Research, analyze and interpret social, economic, population and land use data, trends and reports.
2. Prepare written staff reports regarding specific development proposals, annual housing activity, and various planning matters.
3. Provide information to the public and developers regarding land use matters, zoning information, acceptable development designs, appropriateness of signs, demographic data and business license requirements.
4. Process use permits, zone changes, site plan reviews and variances.
5. Prepare and/or monitor preparation of environmental documents.
6. Review building, site and architectural plans for conformance with appropriate regulations.

EXAMPLES OF DUTIES (continued)

7. Prepare and/or update maps, graphs and other graphics for use in reports and public presentations.
8. Attend inter-agency meetings and conduct development processing meetings with other City departments.

KNOWLEDGES ABILITIES AND SKILLS

- A. Knowledge of laws principles and practices related to general plans, zoning and environmental procedures, site planning and architectural design.
- B. Analytical and research skill to collect, organize and make logical interpretations and recommendations regarding various permits, processes and procedures, transportation, economic, land use and environmental relationships.
- C. Interpersonal skill to initiate and maintain effective working relationships with staff, supervisors, public officials, developers and development professionals, community leaders and the general public.
- D. Oral communication skill to effectively communicate one to one, in groups and in the course of making public presentations at public meetings and hearings.
- E. Writing skill to produce clear, concise and comprehensive written reports and recommendations.
- F. Ability to work on several diverse projects or processes simultaneously with accompanying pressure of deadlines and review by supervisors, public boards and commissions and the public.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of responsible experience in a city, county, regional, or private planning agency. A Masters Degree in Urban Planning may be substituted for up to six months of this experience.

Education:

Equivalent to a Bachelors Degree from an accredited college or university with major course work in planning, architecture, landscape architecture, geography, economics or related field.

PROBATIONARY PERIOD: One year.

624CS90

Revised September 1990

AAP GROUP: 4

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt

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